

2-0169

STAMP

08-00

Gloucester

THIS BOOK DOES
NOT CIRCULATE

7/1/76 - 6/30/77

PREAMBLE

76-77

This Agreement entered into this 28th day of April, 1976, by and between the Board of Education of Gloucester County Vocational Technical School, hereinafter called the "Board" and Gloucester County Vocational Technical Education Association, hereinafter called the "Association."

W I T N E S S E T H:

NSEA

WHEREAS, the Board and the Association recognize and declare that providing a quality education for the students of the Gloucester County Vocational Technical School is their primary aim and that the character of such education depends predominately upon the quality of teaching, the availability of materials, the functional utility of facilities, the release of imagination in planning, the application of democratic processes in administration, and the maintenance of high morale among the teaching faculty, and

WHEREAS, the members of the teaching profession are particularly qualified to advise the formulation of policies and programs designed to improve educational standards, and

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public Laws 1968 and as amended by Chapter 123, P. L. 1974 to negotiate with the Association as the representative of employees hereinafter designated with respect to the terms and conditions of employment, and

WHEREAS, the parties have reached certain understandings which they desire to confirm in this Agreement, be it

RESOLVED, in consideration of the following mutual covenants, it is hereby agreed as follows:

LIBRARY
Institute of Management and
Labor Relations

17 1976

RUTGERS UNIVERSITY

TEACHERS' CONTRACT

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I - Recognition	2
ARTICLE II - Negotiation Procedure	3
ARTICLE III - Board Rights	4
ARTICLE IV - Association Rights, Privileges and Responsibilities	4
ARTICLE V - Teacher Rights	5
ARTICLE VI - Grievance Procedures	6
ARTICLE VII - Teacher Employment	10
ARTICLE VIII - Teacher Assignment	10
ARTICLE IX - Transfers and Reassignments	11
ARTICLE X - Promotions	11
ARTICLE XI - Professional Development and Educational Improvement	13
ARTICLE XII - Instructor Evaluation	14
ARTICLE XIII - Teaching Hours and Teaching Load	15
ARTICLE XIV - Teacher Student Ratio	16
ARTICLE XV - Protection of Teachers, Students and Property	16
ARTICLE XVI - Sick Leave	17
ARTICLE XVII - Contingency Leave Days	17
ARTICLE XVIII - Pay	18
ARTICLE XIX - Fringe Benefits	22
ARTICLE XX - Employment Notification, Return Notice	23
ARTICLE XXI - Miscellaneous Provisions	23
ARTICLE XXII - Duration of Agreement	24

ARTICLE I
RECOGNITION

WHEREAS, a majority of the employees in the positions designated in the unit described below in the Gloucester County School District have designated the Gloucester County Vocational Technical Education Association as their representative for the purpose of collective negotiations regarding terms and conditions of employment, and WHEREAS, such employees constitute an appropriate unit for collective negotiations; the Board of Education of Gloucester County Vocational Technical School, Deptford Township, New Jersey recognizes the Gloucester County Vocational Technical Education Association as the sole and exclusive representative for collective negotiation concerning the terms and conditions of employment of the employees in the unit: i.e., Those who hold a Bachelor's or higher degree, or hold a regular or emergency vocational or technical certificate, and designated faculty, school nurse, coordinators, guidance counselors, and providing that the above mentioned agree to abide by the code of ethics of the Education Profession.

ARTICLE II

NEGOTIATION PROCEDURE

- A. 1. On or before October 4 or as scheduled by P.E.R.C. (Public Employment Relations Commission) prior to the expiration date of this agreement, the parties agree to enter collective negotiations over a successor Agreement in good faith and mutual respect to reach agreement on all mutually agreed upon negotiable matters concerning the terms and conditions of employment. Any agreement so negotiated shall apply to all personnel for whom the Association is authorized to negotiate, shall be reduced to writing and shall be adopted by appropriate resolution of the Board and shall be signed by the Board and the Association. The Association agrees to confirm in writing action by the membership on the negotiated agreement. The signature of the Association on the contract shall be pursuant to authorization received from the membership.
2. During this first meeting of negotiations, a calendar of negotiation meetings shall be established, a mutually acceptable place or places for the meetings, as well as all details relative to negotiations procedures shall be agreed to.
- B. Grants from Federal or State Agencies - The Board agrees that the procedure set forth in this ARTICLE shall be applicable to the determination and implementation of the grants to be requested by the Board pursuant to any federal and/or state laws, provided, however, that the relevant time-table shall be shortened if necessary to comply with time requirements in making or processing applications under the relevant federal or state laws.
- C. Before and during negotiations, the Board shall make available after proper advance request by the Association for inspection and use all pertinent public records, data and information concerning the Gloucester County Vocational Technical School.
- D. The Association shall submit to the Board, in writing, in advance of the first actual negotiations meeting, its proposals for a successor Agreement.
- E. 1. During the term of this Agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed by this Agreement.
2. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE III

BOARD RIGHTS

The Gloucester County Vocational School Board on its own behalf hereby retains and reserves unto itself all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the law and the Constitution of the State of New Jersey and of the United States including the foregoing, without limiting the generality of: the determination and administration of educational policy; the operation of the school; the management and control of school properties, facilities, courses of instruction, methods of instruction, materials used for instruction, and the selection, direction, transfer, promotion, discipline or dismissal of all personnel. The exercise of these powers, rights, authority, duties, and responsibilities by the Board and the adoption of such rules, regulations and policies expressed in this Contract shall be limited only to the specific terms of this Contract.

ARTICLE IV

ASSOCIATION RIGHTS, PRIVILEGES AND RESPONSIBILITIES

A. Release Time

Whenever any representative of the Association or any teacher participates during working hours in negotiations and grievance proceedings, he shall suffer no loss in pay.

B. Use Of Building

The Association and its representatives shall have the right to use school buildings at all reasonable hours for meetings. The principal of the building in question shall be notified in advance in writing of the time and place of all such meetings.

C. Use Of Equipment

The Association shall have the privilege of using school equipment with the permission of the principal at the close of the regular school day when it is not being used for school purposes. Such use shall occur under the supervision of those who are responsible for said equipment. The Association agrees that only experienced operators will use the equipment and that the Association will pay the cost of all materials and supplies incident to such use and for any repairs necessitated as a result thereof. It is further understood that the use of school equipment shall be limited to that which is necessary for the preparation or reproduction of official Association communications or notices.

D. Bulletin Boards

The Association shall have, a bulletin board in a designated faculty lounge. The Association will also be assigned, by the Principal, space on the bulletin board in the main office for Association notices. Copies of all materials to be posted on such bulletin boards shall be furnished to the building Principal and shall be posted upon approval by the building Principal.

E. Use Of School Mail

The Association shall have the right to use the inter-school mail facilities and school mailboxes.

ARTICLE V

TEACHER RIGHTS

A. Rights and Protection in Representation

The Board hereby agrees that every employee, as defined in Article I Recognition, of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the laws of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by Chapter 303, Public Laws 1968 or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any teacher with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association and its affiliates, collective negotiations with the Board, or his institution of any grievance, complaint or proceedings under this Agreement or otherwise with respect to any terms or conditions of employment.

B. Statutory Savings Clause

Nothing contained herein shall be construed to deny or restrict to any teachers such rights as he may have under New Jersey School laws or other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

C. Just Cause

No teachers shall be disciplined, reprimanded, reduced in rank or compensation without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth.

D. Association Identification

No teachers shall be prevented from wearing lapel pins or other similar identification or membership in the Association or its affiliates.

- E. The personal life of a teacher is not an appropriate concern or attention of the Board except as it may directly prevent the teacher from performing properly his assigned functions during the workday or for the breach of the code of ethics.
- F. Teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher or the lack thereof shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher, and providing said activities do not interfere with the orderly operation of the school.

ARTICLE VI

GRIEVANCE PROCEDURE

A. Definition

1. Disputes as to the interpretation of or an alleged violation of the application of the terms of this agreement, or as to conditions of employment shall be considered a grievance and shall be handled in the manner and sequence outlined below.

B. Procedure

1. A grievance should be presented for consideration as promptly as possible, and in no event later than ten (10) school days after the teacher has become aware of the alleged occurrence. If not filed in writing within this period, then the grievance shall be considered as waived.
2. The last decision given on any grievance in any of the first three steps shall be considered a satisfactory adjustment unless, within seven (7) school days after the decision has been given, the procedure is carried forward to the next step by the aggrieved.
3. In the event the grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year and, if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year.

4. The procedure shall be as follows unless any step or steps thereof are waived, combined, or extended by mutual consent so stated in writing:

Level One - Discussion

1. Any employee who believes he has a grievance shall discuss the alleged grievance with his immediate Supervisor/Principal in an attempt to resolve the matter informally at that level.
2. If, as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) school days, he shall set forth his complaint in writing to his Supervisor/Principal. The Supervisor/Principal shall communicate his decision to the employee in writing within (3) three school days of receipt of the written complaint.

Level Two - Written Appeal

The employee may appeal the Supervisor/Principal's decision to the Superintendent/Director of Schools. The appeal to the Superintendent/Director must be made in writing and must set forth the grounds upon which the grievance is based. The Superintendent/Director shall request a report on the grievance from the Supervisor/Principal in writing. The Superintendent/Director shall then confer with the concerned parties. He shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) school days. The Superintendent/Director shall communicate his decision in writing, along with supporting reasons, to the employee and the Supervisor/Principal.

Level Three - Association Evaluation

If the grievance is not settled after reaching the Superintendent/Director of Schools, the matter may be referred to a Committee representing the employee and designated by the association. The Committee shall make a determination as to the merits of the grievance as soon as possible, but within a period not to exceed ten (10) school days, notifying the parties concerned in writing of that determination.

If the Committee determines that the grievance has merit, it shall recommend that the grievance be heard by the Board.

If the Committee determines that the grievance is without merit, it will so advise the employee, and a copy of its findings shall be sent to the Supervisor/Principal, the Superintendent/Director of Schools, and the Board.

An employee whose grievance has been determined to be without merit by the Committee shall retain the right to appeal in writing to the Board, within ten (10) school days of the determination by the Committee.

Level Four - Review by the Board of Education

If the grievance has merit as determined by the Committee, the Committee may request a review by the Board. The request shall be submitted in writing through the Superintendent/Director of Schools who shall attach all related papers and forward the request to the Board. The Board shall review the grievance, hold a hearing with the employee, if requested, and render a decision in writing within thirty (30) calendar days.

Level Five - Impasse

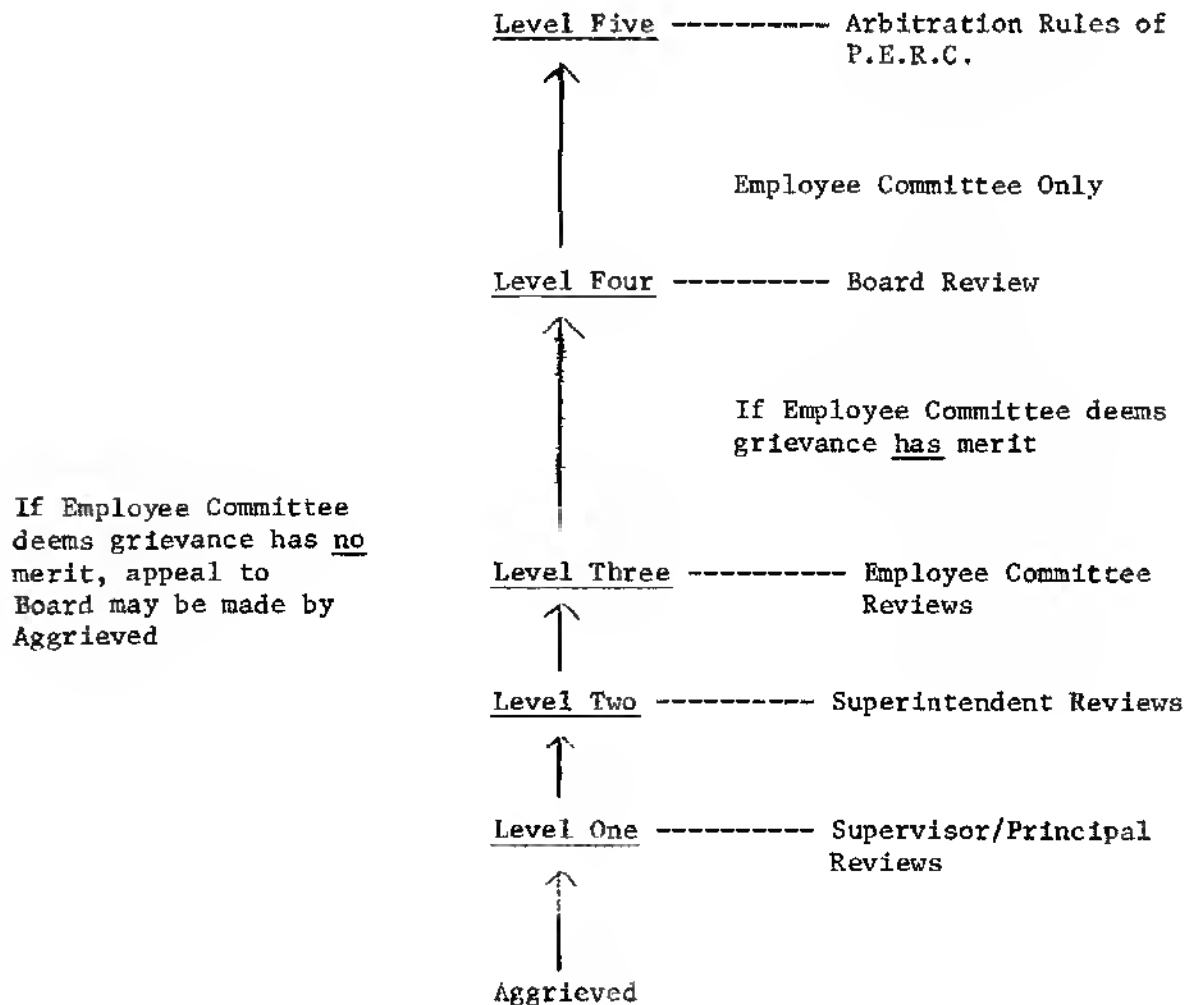
Any grievance supported by the Committee representing the employee and not resolved to the satisfaction of the employee after review by the Board shall, at the request of this Committee, be referred by either party to arbitration by written notice to the other party. Arbitration procedure shall be conducted under Rules and Regulations of P.E.R.C. The decision of arbitration shall be final and binding on the Association and the Board for the full term of this agreement.

All costs for the services of the arbitrator shall be shared equally by the Board and the Association representing the employee.

C. Public Relations

All meetings and hearings under the grievance procedures outlined in the five levels shall not be conducted in public. The Board and the aggrieved shall mutually respect confidences regarding the public disclosure of the nature of the grievance through all levels of this procedure.

FLOW CHART OF GRIEVANCE PROCEDURE



ARTICLE VII

TEACHER EMPLOYMENT

Certification

- A. The Board agrees to hire only certificated teachers or those qualified to obtain certificates issued by the New Jersey State Board of Examiners for every teaching assignment.

Notification

- B. Teachers who are on a ten (10) month contract shall be notified of their contract and salary status for the ensuing year no later than April 30.

Teachers who are on a twelve (12) month contract shall be notified of their contract and salary status for the ensuing year no later than 60 days prior to the expiration of their contract.

Retirement

- C. All personnel who desire to leave the employment of the Board through retirement must apply in writing to the Superintendent/Director as prescribed by State Law.

ARTICLE VIII

TEACHER ASSIGNMENT

Notification

- A. Date for presently employed teachers

All teachers shall be given written notice of their salary schedules, class and/or subject assignments, and building assignments for the forthcoming year not later than April 30. A list of said schedules and assignments shall be simultaneously sent to the Association.

- B. New teachers

The Superintendent/Director shall assign all newly appointed personnel to their specific positions within that subject area and/or grade level for which the Board has appointed them. The Superintendent/Director shall give notice of assignments to new teachers as soon as practicable, and except in cases of emergency, not later than August 1.

C. Revisions

In the event that changes in such schedulea, class and/or subject assignments, building assignments, are proposed after August 1, the Association and any teacher affected shall be notified promptly in writing.

D. Assignment Criteria

In order to assure that pupils are taught by teachers working within their areas of competence, teachers shall only be assigned to teach in areas for which they hold a standard teaching certificate or an emergency or regular vocational or technical certificate issued by the New Jersey State Board of Examiners.

ARTICLE IX

TRANSFERS AND REASSIGNMENTS

Date of Posting

No later than April 30 of each school year, the Superintendent/Director shall deliver to the Association and post in all school buildings a list of the known vacancies which shall occur during the following school year.

Application Procedure

Teachers who desire a change in shop assignment or who desire to transfer to another building may file a written statement of such desire with the Superintendent/Director not later than May 15. Such a statement shall include the shop to which the teacher desires to be assigned and the school or schools to which he desires to be transferred in order of preference.

Reassignment

In the determination of requests for voluntary reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school system.

ARTICLE X

PROMOTIONS

A. Positions Included

Promotional positions are defined as follows:

Positions paying a salary differential and/or positions on the administrator-supervisory levels of responsibility.

1. Date of Posting

When school is in session, a notice shall be posted in the school as far in advance as practicable, ordinarily at least thirty (30) school days before the final date when applications must be submitted and in no event less than fifteen (15) school days before such date. A copy of said notice shall be given to the Association at the time of posting. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent/Director within the time limit specified in the notice, and the Superintendent/Director shall acknowledge promptly in writing the receipt of all such applications.

2. Application Procedure

Teachers who desire to apply for a promotional position which may be filled during the summer period when school is not regularly in session shall submit their names to the Superintendent/Director, together with the position(s) for which they desire to apply, and an address where they can be reached during the summer. The Superintendent/Director shall notify such teachers of any vacancy in a position for which they desire to apply. Such notice shall be sent as far in advance as practicable, ordinarily at least twenty-one (21) days before the final date when applications must be submitted and in no event less than fourteen (14) days before such date. In addition, the Superintendent/Director shall, within the same time period, post a list of promotional positions to be filled during the summer period at the administration office.

B. Criteria for Notice

In both situations set forth in Section A above, the qualifications for the position, its duties, and the rate of compensation, shall be clearly set forth. The qualifications set forth for a particular position shall be in compliance with standards established for certification by the New Jersey Department of Education.

C. Applications

All qualified teachers shall be given adequate opportunity to make application and no position shall be filled until all properly submitted applications have been considered. The Board agrees to give due consideration to the professional background and attainments of all applicants and other relevant factors. Appointments shall be posted in the school or the giving of notification to the interested teachers. Announcements of appointments shall be made by posting a list in the office of the central administration. The list shall be given to the Association and shall indicate which positions have been filled and by whom.

ARTICLE XI

PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- A. The Board recognizes that it shares with its professional staff responsibility for the upgrading and updating of teacher performance and attitudes. The Board and the Association support the principle of continuing training of teachers and the improvement of instruction.
- B.
 - 1. The Board agrees to cooperate with the Association in arranging in-service courses, workshops, conferences, and programs designed to improve the quality of instruction. Such activities shall be coordinated through establishing a Workshop Committee. The Committee shall consist of representatives of the teachers association and the administration.
 - 2. Whenever the Board of Education requests an in-service course to be offered for the benefit of the system, all related charges approved by the Superintendent/Director shall be paid by the Board.
- C. In-service programs shall be conducted during the in-school teacher workday, if teacher attendance is required.
- D. The Gloucester County Vocational School Board is permitted to employ instructors who work under an "Emergency Certificate" pending the completion of teacher training credits to qualify for a regular teaching certificate. All instructors so employed bear the responsibility of earning a minimum of four (4) credit hours each school year with completion of total credits necessary for Regular Certification within five (5) years. All teachers who achieve full certification will be paid in accordance with the new salary rate commencing the following payroll period.
- E. Educational Reimbursement

Teachers with "Emergency" to "Certificated" \$175.00. Teachers with "Certificated" to "B.S." in Vocational Education - \$275.00. Teachers with "B.S." to "Masters of Education" - \$325.00.

Note: The reimbursement would be made only after prior approval by the Superintendent/Director before courses are taken.

Verification of credits earned shall be submitted October 1 of each year, following academic year in which work was completed.

The Board shall not reimburse for any courses taken that are subject to reimbursement by other agencies.

ARTICLE XII

INSTRUCTOR EVALUATION

- A. Performance appraisals of all instructional personnel will be conducted at times as determined by the Principal and as requested by the Superintendent/Director. All appraisals will be made out in triplicate; one copy for the Superintendent/Director, one copy for the instructor, and one copy to be maintained in the Principal's Office.

B. Nontenure Teachers

Nontenure teachers shall be evaluated by their immediate supervisors at least three (3) times in each school year, to be followed in each instance by a written evaluation report and by a conference between the teacher and his immediate supervisor for the purpose of identifying any deficiencies, extending assistance for their correction and improving instruction. Such evaluation in each instance shall consist of forty two minutes (42) in-classroom observations.

C. General Criteria

1. Open Evaluation

All monitoring or observation of the work performance of a teacher shall be conducted openly and with full knowledge of the teacher. The use of eavesdropping, public address, and similar surveillance devices shall be strictly prohibited.

2. Evaluation by Certificated Supervisors

Teachers shall be evaluated only by persons certificated by the New Jersey State Board of examiners to supervise instruction.

D. Evaluation Procedure

1. Communication

Prior to any evaluation report the immediate supervisor of a teacher shall have had appropriate communication, including but not limited to all steps in paragraph 2 below.

2. Reports

Evaluation reports shall be presented to each teacher based on a compilation of reports and observations by any or all supervisory personnel who come into contact with the teacher in a supervisory capacity.

- a. Such reports shall be issued in the name of the immediate supervisor based on a compilation of reports and observations by any or all supervisory personnel who come into contact with the teacher in a supervisory capacity.
- b. Such reports shall be addressed to the teacher.
- c. Such reports shall be written in narrative form and shall include, when pertinent:
 - (1) Strengths of the teacher as evidenced.
 - (2) Weaknesses of the teacher as evidenced.
 - (3) Specific suggestions as to measures which the teacher might take to improve his performance in each of the areas wherein weaknesses have been indicated.

E. Personnel Records

A teacher shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein.

ARTICLE XIII

TEACHING HOURS AND TEACHING LOAD

A. Teacher Day

1. Check-in Procedure

As professionals, teachers are expected to devote to their assignments the time necessary to meet their responsibilities. Teachers shall indicate their presence for duty by placing a check mark in the appropriate column of the faculty "sign-in" roster, provided they meet the required time designated by the board to complete a full day.

B. Length of Day

1. Instructors are expected to be on the job at least fifteen minutes before the start of the A.M. pupils' school day and to remain fifteen minutes after the close of the P.M. pupils' school day.

2. Instructors and coordinators leaving the facility before the closing of the school day shall log their time of departure and return.

C. Teachers will be notified when their attendance shall not be required due to inclement weather.

D. Lunch Periods

Teachers shall have a daily duty-free lunch period of at least thirty-five (35) minutes.

ARTICLE XIV

TEACHER STUDENT RATIO

A. Maximums

The maximum number of pupils per teacher shall not exceed twenty-five (25). Any increase over the maximum shall be by mutual consent. Except as for emergencies outlined below:

1. Inclement weather.
2. Teacher being excused during the school day due to illness or any excused emergency.
3. Substitute arrive late.
4. Unavailability of a substitute.

The emergency situation shall not exceed one consecutive teaching day per each course or program.

ARTICLE XV

PROTECTION OF TEACHERS, STUDENTS AND PROPERTY

- A. 1. It is the intent of the Board of Education that teachers shall not be required to work under unsafe or hazardous conditions or to perform tasks which endanger their health, safety, or well-being.
2. In the event of any disorder or disruption in the regular school program, the Association shall have the right to meet with the Board immediately to develop mutually acceptable programs to guarantee the safety of students, teachers, and property.
- B. 1. Teachers shall immediately report cases of assault suffered by them in connection with their employment to their principal or other immediate supervisor.
2. Such notifications shall be immediately forwarded to the Superintendent/Director who shall comply with and reasonable request from the teacher for information in the possession of the Superintendent relating to the incident or the persons involved, and shall act in appropriate ways as liaison between the teacher, the police, and the courts.

C. Unauthorized Visitors

During said unsafe and hazardous period, persons not employed by the Gloucester County Vocational Technical School shall not be allowed into the school.

ARTICLE XVI

SICK LEAVE

1. Teachers shall not be absent from work without first obtaining permission from the Superintendent/Director unless the absence is caused by personal illness which is covered by sick leave.
 - a. Sick leave is hereby defined to mean the absence from employee's post of duty because of personal disability due to illness or injury or because employee has been excluded from school by the school's medical authorities on account of a contagious disease, or of being quarantined for such a disease in his or her immediate household.
2. They shall forfeit their pay for absence for any cause except Contingency Leave days outlined hereafter, except that the Superintendent/Director shall have the authority to excuse upon request and at his discretion any employee for one (1) day's absence from duty without forfeiture of salary.
3. In case of personal illness, an allowance of full pay will be made for ten (10) days in any school year for ten-month employees and twelve (12) working days in any school year for twelve-month employees. If any such person requires in a school year less than this specified number of days of sick leave with pay allowed, all days of such leave not utilized that year shall be accumulative to be used for additional sick leave with full pay in subsequent years.
4. A doctor's certificate may be required by the Superintendent/Director stating the illness and the inability of the employee to report for work, in case of absence on account of personal illness for more than five (5) consecutive days.

ARTICLE XVII

CONTINGENCY LEAVE DAYS

In addition to sick leave, absence without salary deduction shall be allowed in the amounts specified for each of the following cases, provided that the total number of days so used do not exceed five (5) in any one school year.

1. In case of the death of a wife, husband, father, mother, brother, sister, child in the family, mother-in-law, father-in-law, no deduction of salary will be made for absence on the working days included in the four-day period following such death.

2. In the case of the death of a grandparent, nephew, niece, uncle, aunt, brother-in-law, or sister-in-law, no deduction in salary will be made for absence on day of funeral.
3. In case of absence by reason of court subpoena, no deduction in salary will be made, except where the absentee is a party to the suit.
4. Teachers employed as full-time permanent employees of Gloucester County Vocational School will be entitled to one (1) day of Contingency Leave during the school year July 1, thru June 30 for personal business, including religious observations.
5. One (1) day per year for school visitation or professional meetings by written request and approval by the Superintendent/Director.
6. Emergency situations shall be judged upon submitting request to the Superintendent/Director.

Contingency Leave will be granted only if written reason or request is submitted in advance to the immediate Supervisor/Principal for review, who in turn will submit same to Superintendent/Director for approval.

Contingency Leave will not be charged against vacation time, but cannot be taken in conjunction with vacation.

Contingency Leave days remaining unused at the end of the school year will not be carried over into the next school year.

ARTICLE XVIII

PAY

1. Salary

- a. Salary will be paid by check on the 15th and the 30th day of every month or the nearest working day, if these dates fall during holidays or weekends.
- b. Under no circumstances will the Board of Education of the Gloucester County Vocational School make payroll advances other than for vacation periods.
- c. Salary Guide for all full-time regular teachers covered by this Contract is as follows:

GLOUCESTER COUNTY VOCATIONAL TECHNICAL SCHOOL 1976-77 TEACHER'S SALARY SCHEDULE

SCHEDULE "A"	SCHEDULE "B"	SCHEDULE "C"	SCHEDULE "D"	SCHEDULE "E"
1. Shop Teacher Emergency Voc. Certificate	1. Shop Teacher Voc. Cert. No Degree	1. Shop Teacher Voc. Cert., Bach. Degree	1. Shop Teacher Voc. Cert., Bach. + 30 credits	1. Shop Teacher Voc. Cert., Masters
	2. Coordinator Voc. Cert., No Degree	2. Coordinator Voc. Cert., Bach. Degree	2. Coordinator Voc. Cert., Bach Degree + 30 cr.	2. Coordinator Voc. Certificate Masters
	3. School Nurse Certified	3. Academic Teachers Cert., Bach. Degree	3. Academic Teacher Cert., Bach., + 30 cr.	3. Academic Cert., Masters
		4. School Nurse Bach. Degree	4. School Nurse Bach. + 30 cr.	4. School Nurse Masters

STEP

1	9,555	9,925	10,450	10,750	11,050
2	9,905	10,275	10,800	11,100	11,400
3	10,255	10,625	11,150	11,450	11,750
4	10,605	10,975	11,500	11,800	12,100
5	10,955	11,325	11,850	12,150	12,450
6	11,305	11,675	12,200	12,500	12,800
7	11,655	12,025	12,550	12,850	13,150
8	12,005	12,375	12,900	13,200	13,500
9	12,355	12,725	13,250	13,550	13,850
10	12,730	13,100	13,625	13,925	14,225
11	13,105	13,475	14,000	14,300	14,600
12	13,480	13,850	14,375	14,675	14,975
13	13,880	14,250	14,775	15,075	15,375
14	14,280	14,650	15,175	15,475	15,775
15	14,680	15,050	15,575	15,875	16,175

INCREMENTS

1 thru 9 - 350	1 thru 9 - 350	1 thru 9 - 350	1 thru 9 - 350
10 thru 12 - 375	10 thru 12 - 375	10 thru 12 - 375	10 thru 12 - 375
13 thru 15 - 400	13 thru 15 - 400	13 thru 15 - 400	13 thru 15 - 400

Coordinators shall be paid an additional \$700 annually.

Any staff member completing five years of service with Gloucester County Vocational Technical School shall be paid an additional \$200 on his appropriate salary schedule.

Any staff member completing the 15th step of the adopted Salary Guide shall be paid an additional \$200 on his appropriate salary schedule.

- A. In determining the proper salary step and schedule classification for a new teacher the following procedure shall be used, except that in no case shall the teacher be paid a salary less than provided under the New Jersey Statutes:
1. The Superintendent/Director shall determine the classification of the employee and the proper salary step in accordance with the Salary Guide in effect at the time of entrance into employment.
 2. A new teacher without previous appropriate teaching experience may not start higher than the tenth (10) step.
 3. A salary step may be allowed for each full school year of approved and appropriate full-time public school teaching experience.
 4. A salary step may be allowed for each two (2) full school years of approved and appropriate non-public school teaching experience.
 5. A salary step may be allowed for each two (2) calendar years of approved and appropriate occupational experience beyond requirements for certification, if such occupational experience is required for position held. The total of salary steps allowed shall not exceed eight (8).
 6. A new teacher may be allowed one (1) full salary step credit for each full year of continuous full-time military service, up to a maximum of four (4) steps as defined in Title 18A:29-11 of New Jersey School Law.
 7. Salary step credit for experience or military service shall be granted only when satisfactory evidence of such experience is provided as required by the Superintendent/Director.
 8. In order to receive credit for advanced professional preparation official transcripts and records must be presented to the Superintendent/Director for approval and evaluation.
- B. Whenever necessary to calculate a daily rate for employees the following procedure shall be followed:
1. For employees serving on a ten month basis the daily rate shall be $1/200$ of the annual base salary.
 2. For employees serving on a twelve month basis the daily rate shall be $1/250$ of the annual base salary.

2. Increments

- a. Step increases are granted at the start of each new school year.
- b. An increment is not automatic. Increments can be granted annually only upon the recommendation of the Superintendent/Director and the approval of the Gloucester County Vocational School Board. Increments can be given until the top step of the employees classification has been reached.
- c. An increment may be withheld by the Superintendent/Director if service is unsatisfactory. Unsatisfactory performance can be attributed to "evaluation of job performance", "in-subordination", "failure to comply with Gloucester County School Board policies", or lack of professional ethics". The aggrieved employee has the right to appeal to the Board of Education of the Gloucester County Vocational School.

3. Salary Deductions

- a. The Board of Education of the Gloucester County Vocational School offers many benefits to employees through payroll deductions. The only compulsory deductions are Federal Income Tax, F.I.C.A. (Social Security), and the New Jersey Public Employees' Retirement System, and/or Teachers Pension and Annuity Fund and of affiliated associates.
- b. Contributory insurance is compulsory for one (1) year. After the first year contributory insurance may be discontinued, however, it may not be reinstated once discontinued.
- c. Other possible optional deductions from salary or wages are Blue Cross, Blue Shield etc., American Vocational Association, Vocational Education Association of New Jersey as approved by the Board.

d. Association Payroll Dues Deduction

1. The Board agrees to deduct from the salaries of its teachers dues for the Gloucester County Vocational Technical Education Association, the New Jersey Education Association, the National Education Association as said teacher individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 New Jersey Public Laws of 1969 (NJSA 52:14-15.9e) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Gloucester County Vocational Technical Education Association by the 15th of each month following the monthly pay period in which deductions were made. The person designated shall disburse such monies to the appropriate association or associations.

2. Each of the Associations named above shall certify to the Board, in writing, the current rate of its membership dues. Any association which shall change the rate of its membership dues shall give the Board written notice prior to the effective date of such change.

ARTICLE XIX

FRINGE BENEFITS

1. Health Benefits Program

- a. The Board of Education of the Gloucester County Vocational School has elected to participate in the New Jersey State Health Benefits Program and will cover all full-time teachers covered by this Contract and their dependents in accordance with the statutes regulations adopted by the State Health Benefits Division.
- b. The Board of Education of the Gloucester County Vocational School will pay as of July 1, 1975 the premium for the full coverage for full-time teachers covered by this Contract and 100% for dependents coverage under the State Employees' Health Benefits Program which includes Blue Cross-Blue Shield and Major Medical coverage.
- c. The Board shall provide to each teacher a description of the health-care insurance coverage provided under this ARTICLE, no later than the beginning of the 1975-76 school year, which shall include a clear description of conditions and limits of coverage as listed above.
- d. The Superintendent/Director shall permit representatives of the NIEA Washington National Income Protection Plan to meet with teachers for the purpose of enrolling new members and permitting present members to adjust their coverages at faculty meetings on a district or building level at the request of the Association. Requests for such meetings shall be made no more than once a year. It is agreed that the Washington National representative shall be permitted a minimum of twenty (20) minutes for the meeting.

2. Contributory Insurance

The full-time teacher covered by this Contract must join the Group Life Insurance Plan for at least the first year of employment and he will pay the premium for this insurance as a payroll deduction. At his option, the full-time teacher covered by this Contract may discontinue this coverage any time after one year of service upon written notification of one month to the Payroll Department. However, once it has been discontinued, the insurance may not be reinstated.

3. Pension Plan

The full-time teacher covered by this Contract is required to enroll in the Teacher's Pension and Annuity Fund. Upon written notification of induction into the plan by the Pension Division, the required periodic contribution will be made as a payroll deduction on a regular basis by the Payroll Department. Should any back payments be required due to the delay in the notification of enrollment in the plan, such back payments will also be deducted automatically during the prescribed period.

ARTICLE XX

EMPLOYMENT NOTIFICATION, RETURN NOTICE

Each School Year each teacher covered by this Contract shall receive a statement as to their contracted salary or wage rate which indicates the Gloucester County Vocational School Board's approval of same. In addition, a Return Notice form will be included which indicates to the Board of Education of the Gloucester County Vocational School the teacher's intent to accept the contracted salary offered, or provide the teacher's option to resign or be considered for another position. In general, resignation should be given at least sixty (60) days before termination of employment.

ARTICLE XXI

MISCELLANEOUS PROVISIONS

- A. If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- B. The Board and the Association hereby agree that in the application and administration of this Agreement they will observe the State Law regarding nondiscrimination on the basis of race, creed, color, religion, national origin, sex, domicile, or marital status.
- C. The Board hereby agrees to support its teachers in the performance of their duties subject to accepted standards of professional, ethical and statutory educational responsibility. This support includes protection from unjustifiable personal attacks.
- D. Copies of this Agreement shall be printed at the expense of the Board after agreement with the Association on format within thirty (30) days after the Agreement is signed. The Agreement shall be presented to all teachers now employed, hereafter employed, or considered for employment by the Board.

ARTICLE XXII

DURATION OF AGREEMENT

A. Duration Period

This Agreement shall be effective as of July 1, 1976 and shall continue in effect until June 30, 1977, subject to the Association's right to negotiate over a successor Agreement as provided in ARTICLE II. This Agreement shall not be extended orally, and it is expressly understood that it shall expire on the date indicated, unless it is extended in writing.

An Extension shall be signed by the "Board" and the "Association" on or before June 30th and it shall be mutually understood that both parties shall continue to negotiate in good faith.

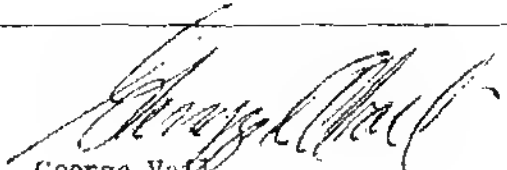
During the term of this extension, the association will not call, sanction, or support any strike, slow down, or stoppage of work by any teacher or teachers employed by the Board of Education.

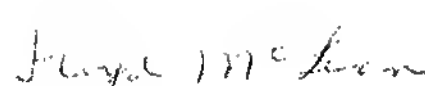
B. Status of Incorporation

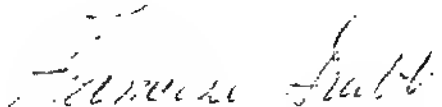
In witness whereof the Association has caused this Agreement to be signed, in quadruple, by its president and secretary, and the Board has caused this Agreement to be signed by its president, attested by its secretary and both corporate seals to be placed hereon, all on the day and year first above written.


ASSOCIATION

BOARD OF EDUCATION


By George Vafi
Its President


By Floyd McLean
Its President


By Francine Grubb
Its Secretary


By Park Hitchens
Its Secretary

GLoucester County Vocational Technical School 1981-82 Teacher's Salary Schedule

1. Shop Teacher 1. Shop Teacher 1. Shop Teacher 1. Shop Teacher 1. Masters + 30
Emergency Voc. Voc. Cert., No Voc. Cert., Bach. Voc. Cert., Grad. Credits
Certificate Degree 2. Coordinator 2. Coordinator 2. Coordinator 2. Coordinator 2. Coordinator
Approved by Supt.

LIBRARY
Institute of Management and
Labor Relations
Degree
3. School Nurse
Certified

SEP 24 1981

RUTGERS UNIVERSITY

STEP	SCHEDULE A	SCHEDULE B	SCHEDULE C	SCHEDULE D	SCHEDULE E	SCHEDULE F
1	11,729	12,270	13,033	13,471	13,910	14,349
2	12,171	12,712	13,477	13,915	14,354	14,793
3	12,613	13,154	13,921	14,359	14,798	15,237
4	13,056	13,597	14,364	14,802	15,241	15,680
5	13,498	14,040	14,809	15,246	15,685	16,124
6	13,971	14,513	15,282	15,721	16,159	16,598
7	14,484	15,026	15,792	16,231	16,670	17,109
8	14,995	15,537	16,305	16,744	17,182	17,621
9	15,507	16,049	16,816	17,255	17,694	18,133
10	16,019	16,561	17,328	17,767	18,205	18,644
11	16,531	17,073	17,840	18,279	18,718	19,157
12	17,043	17,584	18,352	18,790	19,229	19,668
13	17,554	18,097	18,864	19,303	19,742	20,181
14	18,066	18,608	19,376	19,813	20,252	20,691
15	18,614	19,155	19,924	20,363	20,801	21,240
16	19,164	19,706	20,471	20,910	21,349	21,788
17	19,711	20,252	21,021	21,459	21,898	22,337
18	Not Applicable	Not Applicable	21,607	22,046	22,484	22,923

Coordinators shall be paid an additional \$821 (10 month contract), \$903.10 (11 month contract) \$985.20 (12 month contract).

Any staff member completing five years of service with Gloucester County Vocational Technical School shall be paid an additional \$200 on his/her appropriate salary schedule.

GLoucester County Vocational Technical School 1982-83 Teacher's Salary Schedule

1. Shop Teacher 1. Shop Teacher 1. Shop Teacher 1. Shop Teacher 1. Shop Teacher 1. Mastera + 30
Emergency Voc. Voc. Cert. No Voc. Cert., Bach. Voc. Cert., Bach. Voc. Cert., Bach. Voc. Cert., Bach. Grad. Credits
Certificate Degree Degree Degree Degree Degree Masters Approved by Supt.

LIBRARY
Institute of Management and
Labor Relations

SEP 24 1981

RUTGERS UNIVERSITY

STEP	SCHEDULE A	SCHEDULE B	SCHEDULE C	SCHEDULE D	SCHEDULE E	SCHEDULE F
1	12,304	12,893	13,722	14,199	14,678	15,156
2	12,785	13,374	14,206	14,683	15,162	15,640
3	13,266	13,856	14,690	15,167	15,646	16,124
4	13,748	14,338	15,174	15,651	16,130	16,608
5	14,231	14,821	15,657	16,134	16,613	17,091
6	14,713	15,304	16,142	16,618	17,097	17,575
7	15,228	15,819	16,657	17,136	17,613	18,092
8	15,788	16,378	17,213	17,692	18,170	18,649
9	16,345	16,935	17,772	18,251	18,728	19,207
10	16,903	17,493	18,329	18,808	19,286	19,765
11	17,461	18,051	18,888	19,366	19,843	20,322
12	18,019	18,610	19,446	19,924	20,403	20,881
13	18,577	19,167	20,004	20,481	20,960	21,438
14	19,134	19,726	20,562	21,040	21,519	21,997
15	19,692	20,283	21,120	21,596	22,075	22,553
16	20,289	20,879	21,717	22,196	22,673	23,152
17	20,889	21,480	22,313	22,792	23,270	23,749
18	Not Applicable	Not Applicable	22,913	23,390	23,869	24,347
19	Not Applicable	Not Applicable	23,552	24,030	24,508	24,986

Coordinators shall be paid an additional \$821 (10 month contract), \$903.10 (11 month contract) \$985.20 (12 month contract).

Any staff member completing five years of service with Gloucester County Vocational Technical School shall be paid an additional \$200 on his/her appropriate salary schedule.